

Speech balloons and exclamation marks do not appear when traineeship contract is printed.

# Traineeship contract

\* To be completed by the cantonal authority

Contract no. \*

Host company contract nos. \* / /

Vocational school no. \*

VET programme for Federal VET Diploma

Other

## The parties mentioned below hereby agree to the following

### 1. Host company

Company Tel. no.

Address E-mail

Postal code/town

### 2. Learner

Use name indicated on passport or ID card

Surname First name Date of birth

Address Mother tongue:

Postal code/town  G  F  I  R

Sex:  M  F

Tel. no. Place of origin OSI no.

Cell no. Canton Residence permit:

E-mail Country  C  B  F

\*  Other status:  \* required field, clarify permit obligation under Foreign Nationals Act

### 3. Legal guardian (father and/or mother or adult/child protection services)

Surname First name Sex:  M  F

Address Tel. no.

Postal code/town E-mail

Surname First name Sex:  M  F

Address Tel. no.

Postal code/town E-mail

### 4. Occupation title, duration of traineeship and VET programme, trial period and final examination date

See ordinance for guidance

Occupation Does not apply to all VET programmes Here, the terms specified in the individual employment contract shall apply

Branch/field/area of focus Profile

Traineeship duration: (day/month/year) from to Date of final examination Duration of trial period: months

Total duration of VET programme: (day/month/year) from to If classroom instruction takes place during the traineeship, indicate the percentage.

Please indicate the exact duration for these two fields (e.g. 01.08.20XX - 31.07.20XX)

### 5. Information about the host company

**Designated workplace trainer** (other people responsible, see point 12)

Surname First name

Occupation E-mail

Number of **skilled professionals** in the company to calculate the maximum authorised number of learners.  Total **workweek percentage** of skilled professionals working in the company to calculate the maximum authorised number of learners.

**Training location** (if different from the address of the host company)

### 6. About the vocational school

Institution Tel. no.

Address E-mail

Postal code/town

**Contact person**

Surname First name

Role

Learner preparing for **federal vocational baccalaureate**:  yes  no

Information in «Apprenticeship guidebook»

2.1

2.1

2.14

3.1.2

1.3

2.2

3.1

3.3

1.5

Surname	First name
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Host company

**7. Salary**

**Gross salary** Any collective labour agreements, standard employment contracts or trade association recommendations must be taken into account

1 <sup>st</sup> year of training CHF <input type="text"/> per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour	2 <sup>nd</sup> year of training CHF <input type="text"/> per <input type="checkbox"/> month <input type="checkbox"/> week <input type="checkbox"/> hour
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Benefits

13<sup>th</sup> month salary:  Yes  No (deductions from gross salary, with the exception of social insurance deductions, see points 11 and 12)

**8. Working hours**

Including classroom instruction, the working hours represent

Hours per week: <input type="text"/>	Working days per week: <input type="text"/>
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Statutory regulations on maximum daily working hours, night shifts, work on Sundays and any overtime hours must be adhered to, in particular those contained in the Employment Act and corresponding ordinances.

Special provisions

At least five weeks of paid holiday leave per year until the age of 20

**9. Holiday leave**

Vacation time per year of training 1.  2.   in days  in weeks

**10. Purchases of work-related tools or equipment**

The learner requires the following personal tools and work clothes

The costs of such purchases are to be paid by  host company  learner/legal guardian  
 The cleaning of work clothes shall be handled by  host company  learner/legal guardian

**11. Insurance**

**Accident insurance**  
 The learner must be covered by accident insurance (AI).  
 The premiums for **occupational accident insurance** shall be paid by the host company.

The premiums for **non-occupational accident insurance** shall be paid  % host company  % learner/legal guardian

**Loss of earnings insurance** agreed:  Yes  No  % host company  % learner/legal guardian  
 If so, the premiums are paid (The host company must cover at least 50% of the premiums.)

**12. Schedules to the traineeship contract and other special provisions**

**13. Modification or termination of the traineeship contract**

**Any and all changes to the traineeship contract must be approved by the cantonal authority.**  
 Legal provisions shall apply in the event of termination of this traineeship contract.  
 Cooperation between the vocational school and the host company shall be stipulated in a separate contract under Art. 15 VPETO (SR 412.101).

**14. Signatures**

This contract has been drawn up in  copies.

Place	Date
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Host company	Learner
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Vocational school	Legal guardian
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Contact the cantonal VET office to find out how many copies of the internship contract must be submitted. List of addresses: <https://adressen.sdbb.ch/>

**15. Approval**

Approval of the traineeship contract must be obtained from the cantonal authority if the traineeship is to last more than six months and takes place as part of a VET programme.

Place, date, seal

Submit the traineeship contract to the VET office of your canton. List of addresses: <https://adressen.sdbb.ch/>